Defense Travel Management Office

WELCOME

F-101

BUDGETS in DTS

F-101 CLASS OVERVIEW

Topic: Budgets in DTS

Time: Approximately 45 minutes

Target Audience:
Lead Defense Travel Administrators (LDTAs), Budget Defense Travel Administrators (BDTAs)

Pre-Requisites:
D-100: DTA Maintenance Tool – Overview

Suggested Training Compliment:
F-100: Lines of Accounting in DTS

TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**
- **DISCONNECTS**

✓ *Exit class*
✓ *Close all other software applications*
✓ *Log back into class*
✓ *Check with local IT staff*

If problem persists call the DISA Help Desk:

ATTENDANCE CREDIT

ADOBE® CONNECT™

T-106 TAC & TraX Overvi...

SELECT: GUEST

- Enter as a Guest

  Name: HELEN SMITH/DTMO

  Enter Room

- Enter with your login and password

ENTER:
- **FULL NAME**
- **SERVICE or AGENCY INITIALS ONLY**
- **KEEP IT SIMPLE**

EXAMPLES:
Lynn Green / USA
John Blue / USAF
Betty Silver / DISA
Dave Brown / USN
Barb Yellow / DFAS
Greg Orange / USMC

IMPORTANT
To be able to enter DCO Connect rooms, your machine must meet the following

For a password reset or locked account problem, please email:
disa.columbus.esd.mbx.dco-account-reset@mail.mil

For all other issues email: disa.columbus.esd.mbx.gig-es-support@mail.mil

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and their assistants. Such communications and work products are private and confidential. See User Agreement for details.

DCO
DEFENSE CONNECT ONLINE

Help

COMMUNICATING IN CLASS

Enter questions here
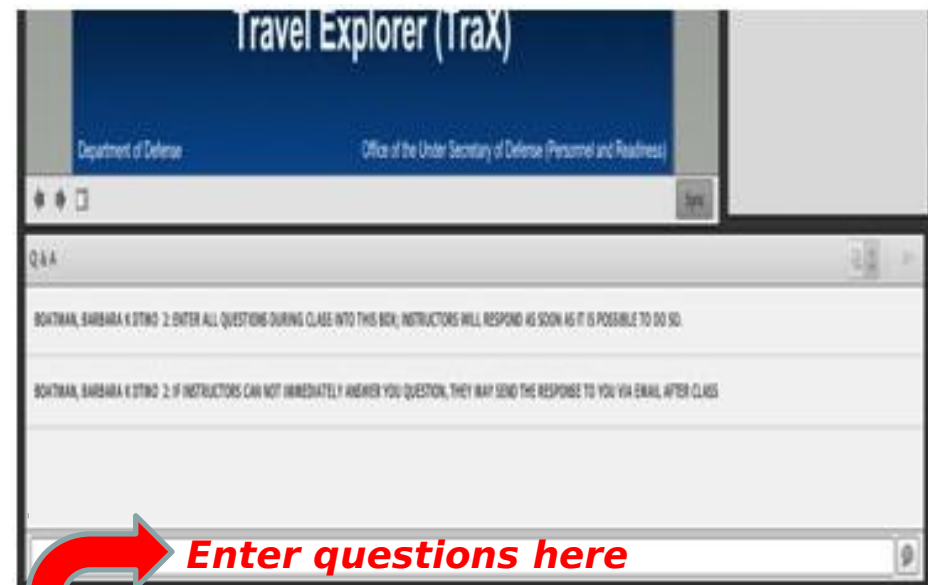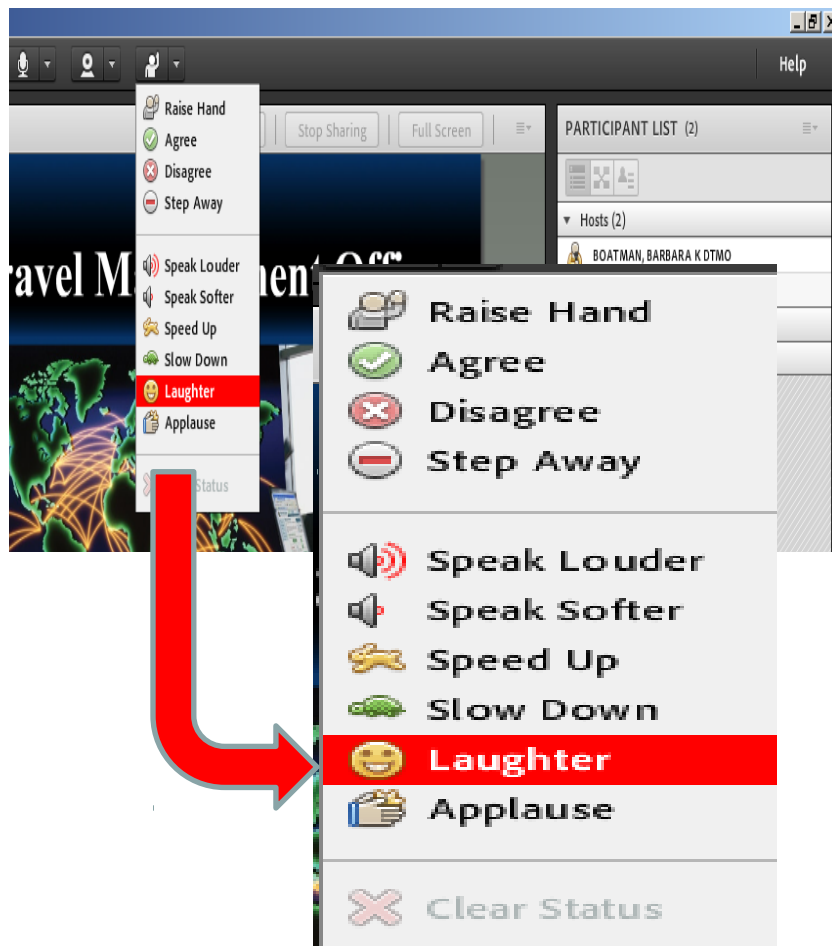
- *Use chat box for all questions*
- *Most answered during class*
- *Some need post class follow up*

TRAINING OBJECTIVES

After this class, you should be able to use the DTS Budge module to:

- Search for a budget

- Create a budget

- Copy a budget

- Edit a budget

DTS BUDGET MODULE

- Tracks TDY funding

- Not linked to any official budget

system
- DTS and official budget must be reconciled

Permission levels control budget access:

 ✓ Permission Level 0 - Create

documents

DTS BUDGET MANAGEMENT

- Maintained at the organizational level
- Created when LOAs are established
- Shared with all sub-organizations
- External transactions entered manually
- Can be inactivated
- Unused funds automatically rollover quarterly
- Budget Journal lists recent transactions

WELCOME SCREEN- BUDGETS

BUDGET MAIN SCREEN

Defense Travel System
Era of Government Travel

Budget Main   Budget Maintenance   Reports

Current [

Welcome to the DTS Budget Administration Tool

To begin using the Budget Administration Tool, click on a selection in the top toolbar.

Budget Module Description:

The Budget Module is a bookkeeping tool used to track and manage travel funds in DTS. It facilitates fund management and reconciliation with official DoD accounting systems.

Resource Managers and Budget Officers use the Budget Module to do the following:

- Set up budgets for LOAs already created in the DTS Maintenance Tool
- Enable a budget to be shared by multiple LOAs assigned to suborganizations within an organizational hierarchy
- Deactivate budgets
- Track expenditures, obligations and fund availibility
- Automatically rollover unused funds from quarter to quarter within a fiscal year
- Automatically track funds on either a quarterly or annual basis
- View and download a variety of summary and detail reports

SHOW BUDGETS - SEARCH

SHOW BUDGETS - LIST

Edit	Inactivate/Delete	Organization	Budget Label	Annual/ Quarterly	Shared	Target Amount Qtr 1	Target Amount Qtr 2	Target Amount Qtr 3	Target Amount Qtr 4
Edit	Inactivate/Delete	DM2MD	08 GENERAL	Q	N	$0.00	$200,000.00	$200,000.00	$200,000.00
Edit	Inactivate/Delete	DM2MD2RG	08 PER DIEM	Q	N	$0.00	$90,000.00	$65,000.00	$65,000.00
Edit	Inactivate/Delete	DM2MD6RG	08 TRAVEL	Q	N	$0.00	$45,000.00	$40,000.00	$40,000.00
Edit	Inactivate/Delete	DM2MD8RG	08 TRAINING	Q	N	$0.00	$101,000.00	$50,000.00	$50,000.00
Edit	Inactivate/Delete	DM2MD8RG1BN	08 CBA AIR	Q	N	$0.00	$2,000.00	$2,000.00	$2,000.00
Edit	Inactivate/Delete	DM2MD8RG1BN	08 TRAINING	Q	N	$0.00	$45,000.00	$48,000.00	$50,000.00
Edit	Inactivate/Delete	DM2MD9RG	08 TRAVEL	Q	N	$0.00	$0.00	$0.00	$0.00

SHARING A BUDGET

ADJUSTMENT REMARKS

Defense Travel Management Office

SAVING ADJUSTMENTS

BRC (2) ▸ `PF`

Account 7

RON (15) ▸ `_____`

RBC (1) ▸ `___`

Account 8

JNLU (4) ▸ `_____`

DSSN (4) ▸ `6715`

ACRN (2) ▸ `AA`

Account 9

IBOP (4) ▸ `_____`

Account 10

TF (2) ▸ `___`

LOC (2) ▸ `___`

FCN (3) ▸ `____`

FLN (3) ▸ `____`

SAVE   CANCEL

MANUALLY ENTERED TRANSACTION

vel System	Budget Main	Budget Maintenance	Manual Transaction	Reports
rnment Travel				

Manual Entry

Manual Entry Transaction

If the budget being adjusted is shared or contains a shared LOA, DTS will automatically carry the adjusted transaction into those associated budgets as well.

Note: Caption in bold is a required field.

Organization ▸ DM2MD

LOA Label ▸ 08 TRAINING

Fiscal Year ▸ 2008

Fiscal Quarter ▸ Quarter 2

Date Entered ▸ 03/14/2008 ⊞
↺ Format is MM/dd/yyyy

TANUM ▸ [   ]

Document Name ▸ [   ]

Total Obligation Adjustment Amount ▸ [0.0   ]

Remarks ▸ [   ]

CREATE BUDGET

SELECT LOA TO COPY

ravel System
overnment Travel

| Budget Main | Budget Maintenance | Reports |

Show Budgets | Create Budget | View Journal | Mass Update Budgets

Select LOA to Copy

Select a format map for the new budget.

Format Map ▸ MC 1, 8/1/2001 ▾

Fiscal Year ▸ 2008 ▾

Organization ▸ DM2MD8RG 🔍

↵ Enter the organization or click on the icon to select a value

☑ Include Sub Organizations

SEARCH   CANCEL

SELECT LOA TO COPY

Select an existing LOA to use with this budget.

Format Map ▸ MC 1, 8/1/2001

Fiscal Year ▸ 2008

Organization ▸ DM2MD8RG

Include Sub Organizations

Click on the LOA Label link to create a budget using the selected LOA's format map and 10x20.

Copy	Organization	LOA Label	LOA Accounting Code Elements
Copy	DM2MD	08 GENERAL	000001^00^08^08^0000^0000^0000^00000^0^000000^00^000000000000^000000^00^00^00^0000^00^000000000000000^0^0000^0000^00
Copy	DM2MD8RG	08 TRAINING	000000^00^08^08^0000^0000^0000^00000^0^000000^00^000000000000^000000^00^00^00^0000^00^000000000000000^0^0000^0000^00
Copy	DM2MD8RG1BN	08 CBA AIR	067343^19^08^08^1207^26A0^2100^86540^0^067343^2D^45TDDS2XXXXX^M76484^45^TD^BF^DS32^PF^000000000000000^0^0000^620
Copy	DM2MD8RG1BN	08 TRAINING	000000^00^08^08^0000^0000^0000^00000^0^057833^2D^45TDDS32XXXX^N64876^45^TD^BF^DS13^PF^000000000000000^0^0000^6201

CREATE BUDGET

CREATE BUDGET

Travel System
Government Travel

| Budget Main | Budget Maintenance | Reports |

Show Budgets   Create Budget   View Journal   Mass Update Budgets

Create Budget

Enter the amount budgeted for each quarter and add/edit the lines of accounting.

Fiscal Year ▸ 2008

Organization ▸ DM2MD

Budget Label ▸ 08 CBA AIR

⌖ Enter in the format: YY XXXXXXXXXXX
Sharable

AMOUNT BUDGETED FOR EACH QUARTER

First ▸ 0.00

Second ▸ 3000.00

Third ▸ 3000.00

Fourth ▸ 3000.00

Total ▸ 9000.00

DTS BUDGETS ARE ADJUSTED BY EXPENSES ALLOCATED BY LOAS WHEN A DOCUMENT IS APPROVED.

LOA ACCOUNTING CODE ELEMENTS
FORMAT MAP: MC 1, 8/1/2001

CREATE BUDGET

BRC (2) ▸ PF

Account 7

RON (15) ▸ 000000000000000

RBC (1) ▸ 0

Account 8

JNLU (4) ▸ 0000

DSSN (4) ▸ 6201

ACRN (2) ▸ AA

Account 9

IBOP (4) ▸ 0000

Account 10

TF (2) ▸ 00

LOC (2) ▸ 00

FCN (3) ▸ 000

FLN (3) ▸ 000

SAVE   CANCEL

SELECT BUDGET JOURNAL

Travel System
Government Travel

Budget Main | Budget Maintenance | Reports

Show Budgets | Create Budget | View Journal | Mass Update Budgets

Cu

Select Budget Journal

Load journal items yearly or quarterly...
The following list shows the budget's journal items for the specified fiscal year and organization(s). To show journal items for other fiscal years, enter the year and click **View Transactions**. To show journal items for another organization, select the organization and click **View Transactions**.

Fiscal Year ▸ 2008

Organization ▸ DM2MD2RG 🔍
↳ Enter the organization or click on the icon to select a value

Budget Label ▸ 08 PER DIEM

Number of Transactions Returned ▸ 10

VIEW TRANSACTIONS

VIEW TRANSACTIONS

View Budget Journal Transactions

Fiscal Year ▸ 2010

Organization ▸ TDZDTMOCSD

Budget Label ▸ 10 DIFF

Budget LOA ▸ 033186^97^XXXX^4930^5L2P^ABX^CLCL^210TP00^0000^DFAS^0L^2P^033186^061N0000^AC^2010^ ^GT000^^

The last 10 transactions for the selected Budget.

Row #	Transaction Date	Name	Trans. Type	SDN	TANUM	Transaction Control Number	Document Name	Departure Date	Location/ Destination
1	2009-07-21 14:10:53	CARSON, HELEN	ADJUST						
2	2009-10-14 07:00:21	CARSON, ERIC	AUTH	OO0419	OO0419		ECSANDIEGOCOU102509_A01	2009-10-25	SAN DIEGO COUNTY,CA

Row #	Organization	LOA Label	LOA	Per Diem	Transportation	Other	Total Obligation	Running Balance
1	TDZDTMOCSD			$0.00	$0.00	$0.00	$0.00	$5,000,000.00
2	TDZDTMOCSD	10 DIFF	033186^97^XXXX^4930^5L2P^ABX^CLCL^210TP00^0000^DFAS^0L^2P^033186^061N0000^AC^2010^ ^GT000^^	$1,125.50	$0.00	$397.38	$1,522.88	$4,998,477.12

MASS UPDATE BUDGETS

Travel System
Government Travel

Budget Main   Budget Maintenance   Reports

Show Budgets   Create Budget   View Journal   Mass Update Budgets

Mass Update Budgets - Search

To view a list of budgets, enter the selection criteria and click Show Budgets for Selected Organization(s).

Format Map ▸ MC 1, 8/1/2001

Fiscal Year ▸ 2008

Used or Unused ▸   ○ Show used, active, unshared budgets only
                    ⦿ Show unused, active, unshared budgets only

Organization ▸ DM2MD8RG   🔍
⮌ Enter the organization or click on the icon to select a value

☑ Include Sub Organizations

SHOW BUDGETS FOR SELECTED ORGANIZATION(S)

MASS UPDATE BUDGETS

Mass Update Budgets - Search Results

Format Map ▸ MC 1, 8/1/2001

Fiscal Year ▸ 2008

Used or Unused Budgets ▸ Show unused, active, unshared budgets only

Organization ▸ DM2MD8RG

Include Sub Organizations

To update budgets: Select the desired budget items and click **Update Selected Budgets.**

☑ Select All/ Deselect All	Organization	Budget Label
☑	DM2MD8RG	08 TRAINING
☑	DM2MD8RG1BN	08 CBA AIR
☑	DM2MD8RG1BN	08 TRAINING

1 - 3 of 3

Update Selected Budget(s)   Search Again

MASS UPDATE BUDGETS

BUDGET REPORTS

Travel System
Government Travel

Budget Main   Budget Maintenance   Reports

Balance   Adjustment   Transaction   Total Obligation   Download Reports

Reports Function

The *Reports* Function provides detailed reports (in HTML or downloadable CSV format) to facilitate budget item tracking and reconciliation. The following report types are available:

- Balance Report
- Target Adjustment Report
- Transaction Report
- Total Obligation Report

BALANCE REPORT

Budget Main   **Budget Maintenance**   **Reports**

Balance   Adjustment   Transaction   Total Obligation   Download Reports

Balance Report Selection Criteria

Enter the selection criteria and click Create Report for Selected Organization(s)
Note: Caption in bold is a required field.

Fiscal Year ▸ 2008 ▾

Organization ▸ DM2MD 🔍
Enter the organization or click on the icon to select a value

☑ Include Sub Organizations

Budget Label ▸ [   ]
Enter in the format: YY XXXXXXXXXXXX

☐ Include Inactive Budgets

CREATE REPORT

BALANCE REPORT

To generate a downloadable report: Select the desired budget items and click Create Report.

To view each report: Click on the View link.

☐ Select All/ Deselect All	View Report	Organization	Budget Label	Active
☐	View	DM2MD	08 CBA AIR	True
☐	View	DM2MD	08 GENERAL	True
☐	View	DM2MD2RG	08 PER DIEM	True
☐	View	DM2MD6RG	08 TRAVEL	True
☐	View	DM2MD8RG	08 TRAINING	True
☐	View	DM2MD8RG1BN	08 CBA AIR	True
☐	View	DM2MD8RG1BN	08 TRAINING	True
☐	View	DM2MD9RG	08 TRAVEL	True

Create Report

BALANCE REPORT

Balance	Adjustment	Transaction	Total Obligation	Download Reports

Quarterly Balance Report

Quarterly Budget Balance Report...

Fiscal Year ▸ 2008

Organization ▸ DM2MD2RG

Budget Label ▸ 08 PER DIEM

Active ▸ True

Budget LOA ▸ 000000^00^08^08^0000^0000^0000^00000^0^000000^00^000000000000^000000^00^00^00^0000^00^0

Amount Budgeted for Each Quarter

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Annual
Quarterly Funding Target:	$0.00	$0.00	$0.00	$0.00	$0.00
Previous Quarter Carryover:		$0.00			
Funding Target Adjustments:	$0.00	$89,500.00	$65,000.00	$65,000.00	$219,500.00
Transaction Adjustments:	$0.00	$0.00			$0.00
Obligations Outstanding:	$0.00	$0.00			$0.00
Expenditures Paid:	$0.00	$0.00			$0.00
Total Obligations:	$0.00	$0.00			$0.00
Available Funding Balance:	$0.00	$89,500.00	$65,000.00	$65,000.00	$219,500.00

ADJUSTMENT REPORT

ADJUSTMENT REPORT

Quarterly Budget Adjustment Report

Quarterly Budget Adjustment Report...

Fiscal Year ▸ 2008

Organization ▸ DM2MD2RG

Budget Label ▸ 08 PER DIEM

Active ▸ True

Budget LOA ▸ 000000^00^08^08^0000^0000^0000^00000^0^000000^00^000000000000^000000^00^00^00^0000^00^000000000000000^0^0000^0000^00^0000^00^00^000^000^

Amount Budgeted for Each Quarter

Date	Name	SSN	UIN	QTR 1	QTR 2	QTR 3	QTR 4	Total	Remarks
2008-03-10	SPAWARVA-B, HELEN	xxx-xx-6436	U3010182816	$0.00	$90,000.00	$65,000.00	$65,000.00	$220,000.00	Added Quarterly Targets
2008-03-10	SPAWARVA-B, HELEN	xxx-xx-6436	U3010182816	$0.00	($500.00)	$0.00	$0.00	($500.00)	Manually removing $500 from budget.
			Total	$0.00	$89,500.00	$65,000.00	$65,000.00	$219,500.00	

Back

TRANSACTION REPORT

TOTAL OBLIGATION REPORT

DOWNLOAD REPORTS

| Budget Main | Budget Maintenance | Manual Transaction | Reports |

| Balance | Adjustment | Transaction | Total Obligation | **Download Reports** |

Reports Ready to Download

The following reports are ready to be downloaded. Reports are available to download for one week from the date they are created.

Download	Request Date	Create Date	File Name	Report Type
download	04/18/2006 11:23:37 AM	04/18/2006 11:23:37 AM	TotalObligationReport_DFCWT_4_18_2006_11_25_1_168_AM.csv	TOTAL OBLIGATIONS REPORT
download	04/18/2006 11:18:17 AM	04/18/2006 11:18:17 AM	TransactionReport_DFCWT_4_18_2006_11_20_1_132_AM.csv	BUDGET TRANSACTION REPORT
download	04/17/2006 04:05:58 PM	04/17/2006 04:05:58 PM	TotalObligationReport_DFCWT_4_17_2006_4_10_1_44_PM.csv	TOTAL OBLIGATIONS REPORT

SUMMARY DTS BUDGETS

- Used to document and track funds
- Not linked to any external systems
- External transactions entered manually
- Shared budgets cannot be unshared
- Budges with fund obligations can't be deleted
- Edit and Adjust options require remarks
- View Journal permits recent action review
- All reports are available for download

CLASS CLOSING LOBBY

Lobby set-up:
o   Instructor audio turned off
o   Questions answered for 15 minutes
o   Lobby stays open 60 minutes

Please help us evaluate:
o   Complete evaluation
o   Provide feedback

Use the lobby resources:
o   Download class slides
o   Use links to DTMO website &

THANK YOU FOR ATTENDING

DISTANCE LEARNING

**For a three month schedule of
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DTMO Website > Training Resources Center**